



TOWN OF HUDSON, MASSACHUSETTS

Office of the Town Clerk

Town Hall, Hudson, Massachusetts 01749

978-568-9615

RAFFLE AND BAZAAR PERMITS INFORMATION SHEET

A **Raffle** is defined in MGL 271:7A as an arrangement for raising money by the sale of tickets, certain among which, as determined by chance after the sale, entitle the holder to prizes.

A **Bazaar (Casino night)** is defined in MGL 271:7a as a place maintained by the sponsoring organization for disposal by means of chance one or both of the following types of prizes (1) merchandise of any value (2) cash awards, not to exceed \$250 each.

The Attorney General has promulgated regulations, 940 CMR 12.00 and 13.00 regarding the conduct of raffles and bazaars.

Qualifications of Organization

I Type of Organization

1. Veteran's organization
2. Church or religious organization
3. Fraternal organization
4. Educational or charitable organization (including Public School Departments, parent – teacher organizations)
5. Civic or service organizations
6. Clubs organized and operated exclusively for pleasure, recreation, or other purposes

II Actively functioning as NONPROFIT organization in Massachusetts

III Two years or more in existence

Purposes of Proceeds

Must be used exclusively for the purposes stated in the application and are limited to the following: educational, charitable, religious, fraternal, civic, or veteran's benefits.

Operation of the Raffle or Bazaar

Promotion of the raffle or bazaar must be confined to the members of the sponsoring organization. No member shall be compensated for time or effort devoted to the promotion of the event.

Application

Application shall be applied for at the town clerk's office in which the raffle will be drawn. Tickets can be sold in any town.

Application must contain the name and address of the applicant, evidence of qualification of the organization, names of three officers or members, purposes of the proceeds. Application must be in duplicate.

Filing fee is **\$10**

Procedures

- Obtain application from Town Clerk's office or on the website.
- Submit application in duplicate and documentation of eligibility and fee to Town Clerk.
- Complete Notice of Issuance of Raffle License for Mass State Lottery in duplicate and return to town clerk.
- State Lottery Commission will issue appropriate tax forms (5% commission on gross proceeds payable within 10 days of each event).
- Application is sent to the Chief of Police for approval/signature.
- Application is returned to Town Clerk for issuance of the license. Organization receives two certified copies of the permit (one is for ticket printer)
- Permit must be issued or denied within 30 days of application.
- Valid for one year (organization may conduct multiple raffles, and/or 3 bazaars)
- Permits may be revoked if non-members promote the raffle, uses of proceeds are not as stated in the application, payments are made for promotion of raffle, or facts on the application have changed without notice to the clerk.
- Organization must file annual report within 30 days of expiration of permit detailing number of events, amount raised, expenses, names of winners of prizes valued at more than \$250, uses of the net proceeds; signed by the people on the application and an accountant.
- Renewal of permit is conditional upon timely receipt of annual report.
- Organization must keep records sufficient to substantiate information required by annual report.

Organizations holding raffles /bazaar permits are responsible for adhering to the regulations outlined as stated in Chapter 271, section 7A. There are additional regulations in 940 CMR 12 for Raffles in which the value of prizes exceeds \$10,000 or which the ticket prizes exceed \$10.00. Bazaar (Casino nights) are also governed by 940 CMR 13. Question about these regulations can be directed to the Town Clerk's office @ 978-568-9615, or the Lottery Commission at 781-849-5555. You may also go to: <http://www.mass.gov/ago/doing-business-in-massachusetts/public-charities-or-not-for-profits/soliciting-funds/raffles-and-other-gaming-activity/> for more information.
